

**POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA**

POSITION: Project Manager II
DEPARTMENT: Engineering
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m. M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 2004 **STATUS:** Full-time
DATE REVISED: February 2021 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Project Manager II for the Engineering Department, responsible for assisting in the management of various new development projects.

ESSENTIAL JOB FUNCTIONS:

Supervises and directs assigned personnel, including interviewing, planning/making/scheduling work assignments, providing orientation, training and corrective instruction, evaluating performance, and maintaining discipline as needed.

Assists in the management of new development projects; pertaining to technical analysis, review, and project management. Reviews, manages, and plans new private development projects to ensure compliance with city standards and applicable requirements.

Creates and/or modifies AutoCAD drawings and portrays them in accordance with industry standards. Creates exhibits in GIS using queries, analysis functions, and drawing/editing tools. Oversees the implementation of the Rule 5 plan review and permit approval process.

Coordinates and assists in the approval for all proposed construction projects and the review and management of the Technical Advisory Committee. Coordinates field and review activities with Field Operations Manager and other inspectors.

Maintains sewer inventory data and sanitary sewer master plan.

Manages, coordinates, and applies all Master Plans to public and private projects.

Reviews and interprets construction drawings and specifications. Inspects construction of new roadways, sanitary sewers, storm sewers, private and commercial driveways, sidewalks, concrete curbs, reconstruction of existing roads, as well as other Public Works infrastructure related to residential, commercial, and industrial developments. Verifies construction compliance of infrastructure with construction records Unified Development Ordinance and Noblesville Construction Standards.

Maintains various electronic/computer records, such as infrastructure inventorying and inspection reports. Prepares various documents as required, such as correspondence and monthly reports.

Provides a practical application of engineering design recommendations in the communication of information to contractors, consultants, county, state, and federal agencies as well as the general public in all accepted municipal engineering issues.

Maintains current knowledge in engineering/inspection field by periodically attending seminars.

NON-ESSENTIAL JOB FUNCTIONS:

Performs duties of the Construction Manager in his/her absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in engineering or related field. Five years of work experience in engineering, construction, Civil Engineering design, and/or construction inspection project management required. A minimum of two years municipal experience preferred. Construction inspection experience shall be related to new roadways, reconstruction of existing roads, sanitary sewers, storm sewers, private & commercial driveways, sidewalks, and concrete curbs. Ability to obtain professional certifications and training as directed. Professional Engineering License preferred.

Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) and/or Certified Inspector of Sediment and Erosion Control (CISEC); Certified Municipal Separate Storm Sewer System (CMS4S), and Certified Professional in Erosion and Sediment Control (CPESC) certifications preferred.

Working knowledge of and ability to make practical application of state and local construction and/or design requirements in accordance with accepted engineering/surveying principles and design practices for construction of Public Works projects.

Ability to supervise and direct assigned personnel, including making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Ability to apply construction management principles in independently overseeing the construction of New Development Projects.

Working knowledge of engineering economics and cost/benefit analysis.

Ability to be proficient in accepted land surveying practices and principles to design and layout Public Works projects.

Ability to collect, quantify, calculate, and interpret survey data as required for route surveys, traverses, construction layout, topographic, and GPS location surveys.

Working knowledge of and ability to make practical application of engineering testing and test data. Working knowledge of American Society for Testing and Materials (ASTM) Standards for construction testing including but not limited to concrete, asphalt, and soils testing.

Ability to read, interpret and analyze detailed construction drawings for new roadways and reconstruction of existing roads as well as other Public Works projects. Calculate material quantities from detailed construction plans for Public Works projects.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to make simple arithmetic calculations, maintain accurate records, prepare documents/reports, and properly operate office equipment, including computer and calculator. Working knowledge of Microsoft Word, Excel, Access, Outlook, and Geographic Information System (GIS) software programs.

Ability to effectively communicate orally and in writing to contractors, co-workers, City departments, County, State and federal agencies as well as the general public. Incumbent shall be sensitive to professional ethics, gender, cultural diversities and disabilities through all communications.

Ability to multi-task, prioritize and complete assignments effectively amidst frequent distractions and interruptions with minimum supervision. Ability to effectively execute all tasks assigned by the City in a timely and professional manner.

Ability to work extended, weekend, and/or evening hours and occasionally travel out of town for seminars, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent performs moderately complex duties with general supervision, occasionally requiring care and skill to prevent damage to equipment and prevent injury.

III. PERSONAL WORK AND RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, City departments, contractors, consultants, County, State and federal agencies as well as the general public. Incumbent must be able to communicate effectively with contractors, construction managers, and others within the construction industry using common industry nomenclature in exchanging and explaining information.

Incumbent reports directly to the Assistant City Engineer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and outdoors, which may involve sitting or standing/walking for long periods of time. Traversing uneven terrain, lifting/carrying objects weighing under 50 pounds, bending, reaching, close/far vision, climbing stairs, handling/grasping objects during the normal course of executing assigned duties. Exposures to adverse weather conditions and extreme temperatures as well as hazards associated with construction sites are expected. Incumbent must be aware of exposures to construction related hazards; including but not limited to, heavy equipment, vehicle fumes, traffic, dust, dirt, potential exposure to bloodborne pathogens, chemical and radiological contaminations.

Incumbent regularly works extended hours, occasionally works evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight.

This position is identified as having occupational exposure to blood or other potentially infectious materials.